

# BISHOPSTEIGNTON PARISH COUNCIL

## RESPONSIBLE PURCHASING AND PROCUREMENT POLICY

*Version 1.0 Adopted by BPC 01.03.21 minute reference 2615.02*

Bishopsteignton Parish Council (BPC) recognise the impact that its contracts may have on the environment and that it might influence sustainable practices within the area. This policy and procedure explains how BPC will aim to incorporate sustainable procurement into its tendering procedures and contracts.

Sustainable Procurement is a process whereby organisations meet their needs for goods, services and works in a way that achieves value for money on a Whole Life Cost (WLC) basis. Moreover, sustainable procurement not only focuses on benefits to the organisation, but also to society and the economy, whilst minimising damage to the environment. It encompasses environmental sustainability, social value, ethics and equality.

***Bishopsteignton Parish Council is committed to ensuring that sustainability is embedded throughout every level of the organisation and its operations.***

A rigorous approach is required when implementing a process to govern purchasing decisions. It is not enough to only consider what a product is made of and so the decision needs to be based on a lifecycle assessment. *Although this will differ depending on the product being considered, a basic assessment would be as follows:*

**SOURCING MATERIALS** – IMPACT – Natural resource depletion, habitat damage.

**MANUFACTURE** – IMPACT – Greenhouse gas emissions, Contamination of water supply, Effect on air quality.

**PACKAGING** – IMPACT – Natural resource depletion, habitat damage, Greenhouse gas emission, increased landfill.

**TRANSPORT** – IMPACT – Greenhouse gas emission, Effect on local air quality, Increase demand for petroleum.

**DISPOSAL** – IMPACT – Habitat damage, visual intrusion, Increased burden on landfill

It would be impossible to eliminate all of the above impacts when selecting a product, but the aim should be to make a purchase which removes as many as possible. In practice, making a purchasing decision can be broken down to several easy-to-follow steps and centre on the following principle:

**Do we really need to buy the product at all?** Do we have to buy new or does the product already exist within the organisation or local community so that it may be borrowed/hired/exchanged instead of bought?

*If the product really does have to be purchased, then the following steps should apply:*

- 1) Buy locally wherever possible.** Local can either mean distributed from a local supplier or manufactured locally. A local supplier may be buying the product from elsewhere however buying from a distributor such as this should reduce the number of miles travelled if the product is

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ordered on an individual basis from the original, distanced source. Better still is a product made locally as this is likely to have less associated transport, be made using local ingredients/materials which have been sourced sustainably.

- 2) **Check the credentials of the manufacturer or product.** Use Ethical Consumer website to assist.
- 3) **Check whether the manufacturer or product is associated with known environmental issues.**
- 4) **Check whether the product requires certification.** Several sustainable products require certain standards or certification (such as FSC timber). If the product you are considering requires this, make sure that the final purchased item has the relevant certification.
- 5) **Does the product require excessive transport in delivery?** If you cannot buy locally, look for the closest option.
- 6) **End of life options.** Can the product be recycled when it is no longer needed? If not try and find an alternative that can.

### Sustainable Procurement Day to Day

Sustainable procurement practices do not have to stop after you have tendered/quoted, awarded a contract and managed the contract. It can be used around the offices and outside of work.

*Below are some ideas of how sustainable procurement can be boosted day to day:*

#### Environmental Sustainability

- Are computer monitors and printers left on or on stand-by?
- Is the heating on when windows are open?
- In summer – are buildings being over-cooled?
- Is water being wasted?
- Can you reduce the use of single-use plastics?
- Can you cycle to work instead of drive?
- Can you hold a remote meeting/call instead of travelling to an external meeting?
- When disposing of an item, can it be reused or recycled rather than sent to landfill?
- Have you ordered the right quantity? (reduce waste)
- Can you participate in carbon offsetting? E.g. plant a tree

#### Equality and Diversity

- Can you help participate in “meet the buyer” events?
- Report unlawful discrimination, harassment and victimisation.

#### Ethics

- Can you use more Fairtrade products?

### Timber and Wood Derived Products

In line with Teignbridge District Council Sustainable Procurement Policy and Procedure (SPP 2019) (for which a resolution was made at the executive meeting held 08.10.19 that this policy be endorsed), Bishopsteignton Parish Council also support and adopts ‘The Timber Pledge’:

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As a consumer of timber and wood derived products, Bishopsteignton Parish Council has a responsibility to ensure that the procurement of these products is not at the expense of the future of the world's forests, but positively supports responsible forest management.

*To achieve this aim, Bishopsteignton Parish Council will only purchase timber and wood derived products that are either:*

- From independently verifiable legal and sustainable or FLEGT (Forest Law Enforcement, Governance and Trade) licensed or equivalent sources
- Recycled timber or wood derived products

*It shall not knowingly source forest products from:*

- Forests or forest product suppliers that do not comply with all relevant national and international legislation relating to the trade in forest products.
- High Conservation Value Forests where these are recognised nationally or regionally, unless these forests are progressing towards credible forest certification in a time bound, stepwise and transparent manner.
- Protected areas, parks or similar areas where harvesting operations are not complimentary to responsible forest management.
- Forests which are currently being converted to other land uses, or forests that have been converted since 1994.
- Forests which are in areas of armed conflict or civil unrest where there is a direct relationship between the forest products trade and the funding of such conflicts.